

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Concession Manager (Seasonal)

<u>Revision Date:</u>	03/06
<u>EEO Function:</u>	Parks & Rec
<u>EEO Category:</u>	Administrative Support
<u>Status:</u>	Non-exempt
<u>Control No:</u>	50802

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Community Events Director, oversees and operates the concession stand at the Sandy City Amphitheater and performs concessionaire duties.

III. Essential Duties

- Supervise concession staff including employees and volunteers
- Open/close cash registers in accordance with Sandy Amphitheater procedures.
- Maintain efficient operation of all concession equipment by inspection and routine maintenance to reduce down time, to conserve energy and to ensure public safety.
- Serve customers in a friendly, professional, quick and efficient manner by having a thorough knowledge of the concession equipment and products sold.
- Inspect and maintain a sanitary and efficient food preparation according to all City and County Health Regulations.
- Responsible for keeping the concession area visually pleasing, clean and safe for customers by regular inspection, maintenance and cleaning.
- Balance tills according to procedures with no more than 1% difference during any shift.
- Maintain an efficient inventory and ordering/receiving schedule to protect against theft and to project future needs and costs.

IV. Marginal Duties

- Establish a daily/weekly/monthly maintenance schedule for all concession equipment.
- Make staff assignments and set staff schedules to ensure adequate coverage for concession utilization, security and efficient customer service by conducting staff meetings and reviewing work schedules.
- Prepare and submit all purchase requests for procurement of supplies and equipment to the Community Events Director for approval.
- Maintain proper use and care of the cash registers, thereby avoiding repairs costs as set forth in the policies and procedures.

V. Qualifications:

**Education:** High school diploma or equivalent

**Experience:** Six months practical experience with cash register and food handling procedures. One year experience in customer service preferred. Must be 16 years of age.

**Probationary Period:** A two-month probationary period is a prerequisite to this position.

**Knowledge of:** Must have or able to obtain current Food Handler Permit. CPR / First Aid certifications and Blood borne Training is required within 30 days of hire. Must have ability to prepare food and operate

equipment at a counter 36" high.

**Responsibility for:** Supervision of all staff in the concession area. Serving customers in a friendly, professional, quick and efficient manner. Open/close cash registers and deposit monies following department protocols. Keeping the concession area visually pleasing, clean and safe for customers. Verify and balance previous days cash receipts by accounting for monies collected. Inspect and maintain a sanitary and efficient food preparation area according to all City and County Health Regulations. Maintaining an effective and efficient inventory, acting as a liaison between suppliers and the City. Following all City purchasing procedures.

**Communication Skills:** Constant contact with customers face-to-face; furnishing and obtaining information; using tact and judgement; follow written and verbal instructions; communicate effectively verbally and in writing; ability to give clear assignments and receive feedback from staff, establish and maintain effective working relationships with other City employees and customers.

**Tool, Machine, Equipment Operation:** Ability to lift up to 50 lbs. Daily use of cash register, microwave, warming ovens, hot dog and popcorn machines, ice and soda machines, along with other future equipment.

**Analytical Ability:** Apply general math knowledge effectively to specific conditions; ability to handle confrontational situations and make sound decisions.

#### VI. Working Conditions:

This job requires evening, weekend and some daytime hours. Moderate pressure and fatigue are present in this position due to great exposure to a concession environment; constant attendance is required; work assignments are broad and performed with limited supervision; work is referred to supervisor as questions arise; frequent exposure to high volume of customer service.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any